

Import. Add detail. Export from the field.

Android Import Media guide | Version 2.1

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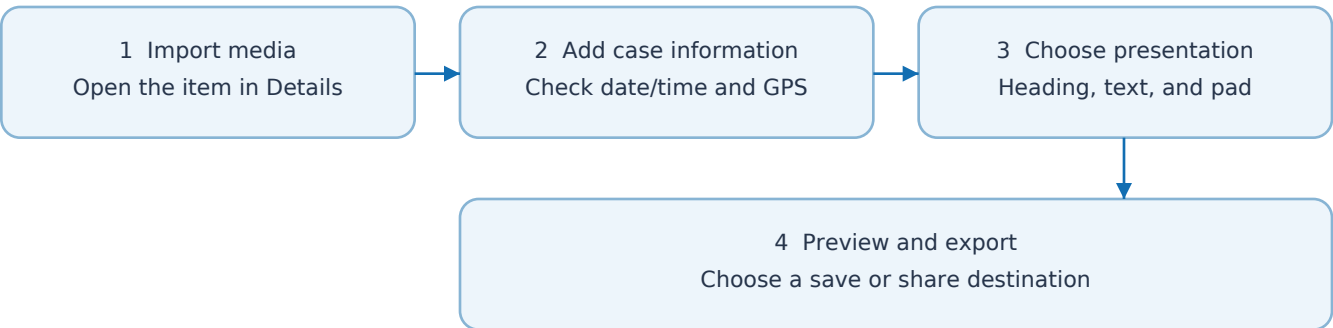
Bring supported media into Evidence Locker, add the facts that belong with it, choose the heading and stamp presentation, then create a copy to save or share. Prepare the reusable agency and identity details in global Settings first to save typing on later assignments.

SETTING / CONTROL	WHAT TO DO AND WHY
Free: photos, screenshots, scans	Import supported images and PDFs/scans, add item information, review the date/time and available GPS, and create supported image or PDF exports.
Pro: video tools	Process supported video with case details and a burned overlay. Choose the full heading or a compact date/time/location presentation, preview, then export. Audio is an optional item-level choice.

Import Media brings files into the app

Importing is not the same as uploading to a recipient or Google Drive. You choose where an exported copy goes later through Android's share menu. That separate step may require another app, an account, and an internet connection.

The workflow



Inside this chapter

- 2 Import photos, screenshots, and scans
- 3 Add case facts, timestamps, and available GPS
- 4 Choose the heading and global overlay style
- 5 Process and export video with Pro
- 6 Save, email, text, or send a copy to Google Drive
- 7-12 Batch editing, clearing, media sources, field uses, and finding files

Android-specific draft based on the supplied app source and the completed overlay changes. Review current screens and sample exports before publishing. Existing PDFs can be imported into Evidence Locker; importing PDFs into the scanner for signing remains a planned future feature.

02 Import photos and scans - Free

1. Open Import Media

From Evidence Locker, tap Import Media. Android's file picker opens. Find the photo, screenshot, scan image, or PDF you want to add. Supported media can come from another camera, drone, dashcam, doorbell, or security system; see page 10. You can select supported files from a location offered by the picker; available sources vary by device and installed apps.

2. Select the source files

Select the files, then confirm using the picker's Open or selection control. If a file is stored with an online provider, allow time for it to download. Wait for the imported items to appear in Evidence Locker before opening one.

3. Open one item

Tap its row in Evidence Locker to open Details. Check the preview and file identity so you attach the facts to the correct piece of media. Begin with one item; batch editing is a separate workflow.

SETTING / CONTROL	WHAT TO DO AND WHY
Photo	Use for a property condition image, field observation, delivery photograph, or other original image. Retain the original file for your records.
Screenshot	Use for a captured message or other screen content. A screenshot may lack the original event's date/time or GPS metadata; review the source information rather than assuming it exists.
Scan image	Import a document image to add details or export it. Use Scan for the separate paper-scanning, image-signing, and blank-notary-section workflow.
PDF / saved scan PDF	Import supported PDFs into Evidence Locker and open Details for document export options. A multi-page scan should remain a PDF when all pages need to be delivered.

PDF import and scanner signing are different

Import Media accepts supported PDFs for the Evidence Locker/document workflow. The Android scanner does not yet accept an existing PDF for import and signing. Direct PDF import into that scanner and signing are planned for a future update, with no release date announced.

Scenario: document a property condition

Import the original photographs from the assignment, open each one, and add its purpose, case tag, and factual notes. Check the timestamp and any embedded GPS before creating the stamped copy for the client. The imported image and the exported presentation serve different parts of the workflow.

Source locations and file permissions

If an item cannot open after import, check that the source file is still accessible. Keep the source until you have verified the item and its export. Importing an item does not automatically email, text, or upload it to Drive.

03 Add case facts, time, and location

1. Fill in the case detail fields

In Details, enter Category, choose Purpose, and add a tag type and Value. Tag types include Case #, File #, Client, and Custom. For Custom, enter the label you need. Write factual Notes that explain what the item shows.

SETTING / CONTROL	WHAT TO DO AND WHY
Apply Client Profile	Use a saved client profile to reduce repeated entry of saved purpose/tag information. Check the filled fields against this particular assignment.
Add to Case Session	Link the item to a case session for organization and later case exports. Linking an item does not send it to anyone.
Notes	Save up to 1,000 characters. Burned photo and video overlays use the first 400 characters; PDF and Word outputs support the longer notes. Preview the selected output.
Crop Document / OCR	For applicable items, Crop Document adjusts the image area. The OCR section can read supported text for review. Verify recognized text before using it as notes or relying on it.

2. Review Timestamp Source

Auto uses supported media information where available, with an import-time fallback when needed. The supplied video Details screen describes Auto as using import time. Manual lets you use Pick Date and Pick Time to select the appropriate timestamp. Check the displayed Burn Timestamp against your source records.

3. Review Address and GPS

Enter an address if needed. Tap Pull GPS from Photo Metadata to look for location stored in supported media; the same control can check supported video location metadata. If coordinates are found, they are saved and an address may be filled if available. Check the GPS and Source lines. Use Open in Maps to inspect available coordinates, or Clear GPS to remove them from this item.

GPS is available only when the source supplies it

This control reads location from the media; it does not recreate missing event coordinates or automatically use where you are standing now. Screenshots and many videos have no GPS. A typed address is separate from GPS coordinates. Keep the location and timestamp consistent with what you can support from the assignment.

4. Review the saved facts

Details saves edits automatically, and its preview/export actions save the current fields before starting. Check the case number, dates, spelling, and notes before continuing. A compact stamp can hide fields in the exported presentation without deleting the saved details.

04 Choose the heading and overlay

Use item Details for the content needed on this piece of evidence. Use global Settings for reusable identity and overlay style. Changing the global style affects later supported exports; it does not alter a copy already shared.

SETTING / CONTROL	WHAT TO DO AND WHY
Full heading	Use the full-heading presentation when you want the enabled agency/name/title/license lines and relevant item details. Company branding and expanded professional identity tools are Pro features.
Date, Time & Location Only	In Details, turn this item control on for the compact presentation. It omits the professional heading and other case fields. It can include the saved address and available GPS along with date/time; inspect the preview for the exact result.
Burn metadata overlay on export	In Settings > Burn Style, enable this to draw the supported stamp onto the exported media. With it off, supported export paths omit the overlay text. Check it before expecting a stamp.
Text Size / Text Color	Choose Small or Large and White, Black, or Yellow with black outline in global Settings. Use a fresh preview to check readability at normal viewing size.
Shaded info pad behind text	On adds a panel behind the stamp to separate it from a busy image. Off removes that panel while keeping the text if the overlay itself is enabled. Turning the pad off selects black text in the supplied Settings screen; check the color afterward.
Overlay Color / Overlay Shade	With the pad on, choose Gray, Black, or Blue. Tint allows some image to show through; Solid is opaque. These control the panel, separately from text color.

A stamp and its background are separate choices

Want visible date/time without a background panel? Keep the metadata overlay on and turn only the shaded pad off. Want no stamp in a supported burned-media export? Turn the metadata overlay off. A clean PDF is another distinct export option.

Save time with global identity settings

Enter your agency, name, title, and license information once in Settings. Supported full-heading exports can reuse those details on future assignments. The item's own facts still need to be entered and checked. Compact or clean output can intentionally omit the saved identity lines.

Preview the recipient's copy

For an image, tap Preview Exports and select Stamped Photo. Other choices include PDF with Notes / Metadata, Clean PDF, and Word Document where applicable. Preview does not save to Photos or share the file. Return to Details when ready to export.

The current compact control is labeled Date, Time & Location Only, rather than date/time alone. Available address/GPS may also appear. Use the preview to confirm what you will disclose.

05 Video processing - Pro

1. Import and open the video

Use Import Media to choose a supported video, then open it in Evidence Locker. Video tools require Final Exhibit Pro. Processing time depends on the clip and device; keep the app open while an export is busy.

2. Add the assignment information

Use the same Category, Purpose, Tags, Notes, Timestamp Source, and Address/GPS workflow. Include the case facts needed for the client. Imported video may not contain GPS, and its automatic timestamp can be the import time; verify both before export.

3. Choose full heading or compact content

Use the item's Date, Time & Location Only choice for a compact overlay, or the full-heading presentation for your enabled identity and case details. Compact output can show saved address and available GPS as well as date/time. Saved case details remain intact even when omitted from the stamp.

4. Check the reusable style

In Settings, choose the text size and color, whether to burn the overlay, and whether to show a shaded pad. A shaded panel can help the text remain readable while the background changes during the video. Preview a new copy after making changes.

5. Choose whether to include audio

Include Audio is off by default in Details. Turn it on if you want to preserve supported original audio in both preview and export. A video with no source audio stays silent. This switch does not create audio that was never recorded.

6. Preview the processed result

Tap Preview Video Overlay. Wait for preparation, then inspect playback, date/time, case information, stamp placement, and audio. Check different parts of the clip because contrast can change from scene to scene. Return to Details to export.

7. Export the video

Tap Export Burned Video and wait for processing. The completed export opens Android's share menu. Choose a compatible destination to save or send the processed copy. The image-only Save to Photos control is not the video export button.

Scenario: deliver a field observation clip

Import the observation video, add the case tag and concise factual notes, and verify the source time. Use a full heading when the client needs agency/identity and case context on the clip, or compact content when a simpler stamp is appropriate. Preview, export, and select the agreed delivery method.

Video preview is a review step, not a delivery. An export is complete for the recipient only after the destination app has saved, sent, or uploaded the copy successfully.

06 Save or send the finished copy

From Details, choose an output that fits the assignment. The export buttons create the selected copy and generally open Android's share menu. Save to Photos is a separate image-saving action.

SETTING / CONTROL	WHAT TO DO AND WHY
Export Burned Image	Create a stamped image using the selected content and style, then choose a destination in the share menu.
Save to Photos (Burned)	Save the processed image to the device's photo collection. Open the saved copy to verify it.
PDF export options	For images, Export PDF w/Notes includes the metadata presentation; Export PDF (No Metadata) is the clean choice. PDF items use Export PDF w/Metadata and Export PDF (Clean). Inspect the saved output.
Save to Photos (First Page)	For PDF-like items, save an image of the first page only. It does not deliver the whole multi-page document; export a PDF to keep every page.
Export Word (.docx)	Where available, create an editable working document. It does not burn a logo or header into the document. Use an image, video, or appropriate PDF output for the intended fixed presentation.
Export Burned Video (Pro)	Create the processed video, then choose a compatible save/share destination. Wait for processing and destination completion.

Email

Choose your email app, enter the recipient, check the attachment, and send. Large videos may exceed attachment limits. Exporting alone does not send the email.

Text message

Choose a compatible messaging app, select the recipient, and confirm sending. Messaging may compress media; use the agreed original-quality delivery method when needed.

Google Drive

Choose Drive if available, select the correct account and folder, and confirm upload. Wait, then open the uploaded file. Set recipient sharing permissions separately; upload alone does not grant access.

Save to the device

Use Save to Photos (Burned) for stamped images. For other outputs, choose an available file-saving share destination or save through a compatible app. Controls vary by device.

Final check before delivery

Open the actual saved or uploaded file. Confirm the correct item, all required pages, readable stamp, intended case information, and video audio setting. Retain your source media and case records. For help, message Final Exhibit on Facebook or email support@finalexhibit.com.

07 Batch edit shared case details

Batch Edit applies shared information to several selected non-video items together. Use it when multiple photos, screenshots, scans, or PDFs belong to the same assignment. Videos cannot be batch edited or batch exported here; edit and export each video from its own Details screen.

Why this saves time

Suppose five property-condition photos share the same case number and purpose. Rather than opening all five and typing the same information repeatedly, select them once and apply the common case tag and purpose to the group. Then review each photo and add only the notes or other facts unique to that image.

1. Return to Evidence Locker

Finish importing and return to the main item list. Find the items for the assignment. If you use a filter, make sure it shows the group you intend to edit.

2. Tap Edit at the top

Tap Edit in the top toolbar to enter selection mode. The screen shows the number selected or asks you to select files to batch edit. Edit changes to Done while you are in this mode.

3. Select the items you want

Tap the selection controls or eligible item rows. Select only the photos, screenshots, scans, or PDFs that should receive the same information. Videos do not have a batch selection control. Check the selected count before continuing.

4. Open Batch Edit

Tap Batch Edit, which can show the number selected, such as Batch Edit (5). Wait for the selected items to load. If the selection exceeds the edit limit, go back and choose a smaller group.

5. Enter and apply the shared fields

In the Batch Edit screen, choose the common values. Use the matching Apply ... to Selected button for each section you want to update. Entering a value in a field is not the same as applying it to the group. Wait for the Saved confirmation after applying.

6. Review individual items afterward

Return to Evidence Locker and tap Done in the top toolbar to leave selection mode. Open the items to verify the shared values, then add item-specific observations individually.

SETTING / CONTROL	WHAT TO DO AND WHY
Free batch editing	Up to 5 non-video items at a time in the supplied Android workflow.
Pro batch editing	Up to 50 non-video items at a time. Batch export has a separate limit.
No batch video	Videos must be edited, previewed, and exported one at a time from Details.

Apply only information that is true for every selected item. A shared case number may fit the whole group even when each photo has a different capture time, location, or observation.

08 Choose what to apply in a batch

Apply the sections you need; you do not have to apply every field. Check the selected group before each action, especially when replacing information already saved on those items.

SETTING / CONTROL	WHAT TO DO AND WHY
Apply Client Profile to Selected	Choose the saved profile and apply its shared purpose/tag information. Review the result for the actual assignment.
Apply Case Session to Selected	Choose a case session to group the selected items. The case-session selector also offers removal from a session; check the chosen destination before applying.
Apply Purpose to Selected	Choose the common purpose, or enter a Custom purpose, then apply it. This sets the purpose across the selected group.
Apply Tags to Selected	Choose Case #, File #, Client, or Custom and enter the shared Value. Apply it to set that tag line on the selected items; it replaces their existing tag line.
Apply Notes to Selected	Choose Replace to replace existing notes, or Append to add the shared text after existing notes. Check the final result and note-length limits on individual items.
Apply Timestamp to Selected	AI Assisted uses each item's normal timestamp source. Manual applies the same chosen date and time to every selected item. Use Manual only when that common timestamp is appropriate.

Example: five photos, one case

Tap Edit, select the five photos, and open Batch Edit. Choose Property Condition and tap Apply Purpose to Selected. Choose Case #, enter the case number, and tap Apply Tags to Selected. If all five need the same general note, choose Append and apply it. Review the items, keeping their individual timestamps and adding specific observations where needed.

Editing limits and export limits are different

The supplied batch screen allows up to 5 items for Free editing and up to 50 for Pro editing, but batch export/share is capped at 10 non-video items at a time. For larger edited groups, return and select smaller groups for export. Free selections must also remain within the Free edit limit.

Export after checking the shared information

The batch screen offers combined PDF, single-page PDFs, Word files in a ZIP, burned media, and Save to Photos actions where applicable. Burned outputs use the current overlay settings. Read any on-screen limits and verify the finished files before delivery. Videos remain outside this workflow.

Do not assume Batch Edit gives every item the same GPS, address, or heading override. Use each item's Details for those controls and for facts that differ.

09 Clear Evidence Locker deliberately

Clear Evidence Locker removes all items currently held in the locker. Use it only when you intend to empty the locker, such as after preserving completed work elsewhere or removing test material.

Clearing is not a selected-item action

The Clear Evidence Locker button is separate from Edit and Batch Edit. It clears the locker as a whole, rather than just the items selected for batch editing or the items visible through a filter. The confirmation says this action cannot be undone.

1. Preserve what you need first

Export and save any needed media, scans, notes, case detail information, and finished documents outside the app. Open those copies to verify that they contain the pages and information you need. A stamped image alone may not include every saved metadata field.

2. Check the whole locker

Review the items across cases, including videos and PDFs. Do not rely on a current filter or selection to limit what Clear Evidence Locker will remove.

3. Tap Clear Evidence Locker

From the main locker screen, tap Clear Evidence Locker. Read the Clear Evidence Locker? confirmation carefully. The dialog describes removing all items and warns that the action cannot be undone.

4. Choose Clear Locker or Cancel

Tap Clear Locker only when you intend to remove everything in the locker. Tap Cancel to keep the items and return without clearing them. Do not clear the locker as a routine step in exporting or batch editing.

5. Start fresh only after confirming your copies

After clearing, import or scan the material for the next assignment when ready. Do not assume reimporting an original file will restore your previous notes, tags, manual timestamps, or case links.

SETTING / CONTROL	WHAT TO DO AND WHY
Effect on locker records	The supplied clearing workflow removes saved metadata for the cleared items and removes their links from case sessions.
Imported media	App-managed imported copies are removed by the clearing workflow. Preserve needed copies separately before clearing.
Previously delivered copies	Clearing the locker does not recall files already emailed, texted, or saved to another destination. Check and manage those copies separately.

A practical stopping point

Finish the assignment, verify the exported copies in their intended destination, and retain the necessary case records. Clear the locker only if emptying it is the next step you actually want. You can keep working with other items without clearing everything.

10 Media from other devices

Import supported photos and videos from other devices, including attachments received by text message or email. Save the attachment to an accessible location on the phone, then select it through Import Media. Photo tools are Free; video processing requires Pro.

SETTING / CONTROL	WHAT TO DO AND WHY
Cameras and camcorders	Use supported photographs or video clips from your camera equipment. Transfer the actual files to the phone or an accessible file location, then use Import Media.
Drones	Import supported aerial photographs or clips for a property, inspection, or observation assignment. Check the original file's time and location metadata; do not assume every drone export retains it.
Dash cameras	Use a supported downloaded or transferred recording. Date/time visibly printed inside the picture is different from metadata the app can read.
Ring doorbells and security cameras	Download/export a supported media file from the source system, then import it. Import Media does not directly connect to the camera, doorbell account, or live feed.
Other phones and devices	Files do not have to originate on this phone. Check that the shared/downloaded copy retained the information you need; an original file can contain metadata that a shared copy omits.

Try playback first, then verify an app preview

Being able to view a photo or play a video on your phone is a useful first check. It does not guarantee that every file format, video codec, or protected recording will import and export successfully. Test the actual file with Import Media and preview the processed output. A camera brand alone does not determine compatibility.

When date/time and GPS can be picked up

Original phone-camera photos often retain capture date/time and may contain GPS if location services, camera location permission, and location tagging were enabled when captured. Those settings do not guarantee metadata is present. Other cameras and drones may also embed usable metadata. Texted or emailed copies, screenshots, and security footage may lose original metadata.

If the information is missing

Open Details and check Timestamp Source, Burn Timestamp, GPS, and Source. Use Pull GPS from Photo Metadata to look for available embedded coordinates. If needed, select Manual and use Pick Date / Pick Time for a date/time supported by your records. Enter a known address in the Address field. The current Details screen does not offer manual latitude/longitude entry; a typed address does not create GPS coordinates.

Video time needs a separate check

The supplied Android video Details screen describes Auto as using import time. Do not assume that a timestamp in a video file, or a clock printed in its frames, will become the app's stamp automatically. Check the actual preview and enter the appropriate time manually when needed.

11 Field scenarios: before you touch it

Use photos and video for proof of work, incidents, and other evidence: conditions before work, events during an assignment, and results afterward. Import the source media and add its factual context. Photo tools are Free; video processing requires Pro.

SETTING / CONTROL	WHAT TO DO AND WHY
Property condition	Record the relevant rooms, exterior, damage, or other conditions. Add the case tag, address, and specific factual notes. Capture matching after-work views when appropriate.
Vehicle before towing or repossession	Photograph or record the vehicle before moving it. Document visible exterior condition and relevant close-ups so the record shows what was observed beforehand. Add after-movement views where useful.
Front door before changing locks	Record the door, frame, lock, and any existing damage before starting. Add the job/case details and observations. Document the completed work in separate after-work images.
Before a repair	Photograph or film the equipment, surface, or component before handling it. Explain the condition in Notes, then document the result after work. Keep before and after observations distinct.
Surveillance time shot	Import a photo establishing an observation at a particular time. Select Time Shot under Purpose, add the case tag and concise notes, and verify the actual capture date/time before stamping.
Address photo for paper service	Record the address/building identifiers and relevant scene. Add the case number, purpose, and factual notes. Check available GPS and the displayed timestamp against the source.
Video of service or another field event	Import a supported clip, add the case details, choose full or compact heading, and preview the date/time/location. Review the whole exported video and choose whether its copy includes source audio.

Use shared details without repeating the typing

For several photos from the same assignment, tap Edit, select the eligible items, and open Batch Edit. Apply the shared purpose, case tag, or common notes once. Review individual capture times and add each image's specific observations. Videos are edited individually.

Keep the audio or export a silent copy

In a video's Details, Include Audio is off by default. Leave it off to omit the original audio from the processed preview/export, or turn it on to retain supported original audio. This affects the copy you process; it does not strip audio from or overwrite your original source recording.

Review the record you actually deliver

Choose a full heading when the recipient needs the enabled identity and case information, or compact date/time/location content when appropriate. Use a readable text size and pad style, preview the result, and verify the saved or shared file. Keep source media and describe only what you can support from the assignment.

12 Proof of work and finding it later

Use photos and video whenever you need a factual record of what happened, what you observed, or what work was completed. The field scenarios are examples, rather than a limit on the situations you can document.

SETTING / CONTROL	WHAT TO DO AND WHY
Proof of work	Document conditions before the task, the work performed, and the finished result. Add the job/case reference and factual notes.
Proof of an incident	Preserve relevant views of the scene, damage, sequence, or aftermath. Distinguish your observations from information someone else provided.
Other evidentiary value	Document a delivery, condition, service event, inspection, repair, observation, or another occurrence relevant to the assignment. Explain what the item actually shows.

Example: find 50 photos from the same case

If all 50 exported files retain the same case reference in their filenames, search for that reference in a destination app that supports filename search to find those matching files. Client or employee names work the same way only if those names are retained in the filenames or another field that the destination actually indexes. Adding a name anywhere in item details does not guarantee it is searchable everywhere.

1. Add consistent identifying details

Use a consistent case/job reference in Tags and a clear Purpose. Add the client or field employee information relevant to the record, but check whether the chosen export carries those terms into a searchable filename. Shared details can be applied through Batch Edit; videos are edited individually.

2. Select searchable export naming

In Settings > Export File Naming, choose Searchable (Type + Purpose + Tags). Supported generated filenames use purpose/tag information. This does not automatically include every note, profile field, identity heading, or employee name.

3. Verify the saved copies

Export and inspect the actual filenames at the destination. Check that the common reference survived saving or sharing. If you need another search term, ensure it is included in the retained filename or an indexed field provided by that destination.

4. Search where the copies are stored

Use the search in the device file manager, Google Drive, email, or other destination. Search for the retained identifier. Results depend on the files available there, their names/content, and that app's indexing. Check the selected folder/account and whether indexing has finished.

Text burned into media is not automatically searchable everywhere. The supplied Evidence Locker offers labels and filters, rather than universal full-text search of all saved fields.